

**APPENDIX B**

**LIST OF PREFERRED TERMS USED IN DOD ISSUANCES**

The following is a glossary of terminology, form, and style to ensure that DoD Issuances are prepared in a text that is in simple language, consistent, and clear. Use Joint Pub 1-02 (reference (a)) for military and associated terms.

<b><u>Term</u></b>	<b><u>Preferred Usage or Comment</u></b>
	<b>A</b>
a great deal of	much
a minimum of	at least
a number of	some
abrogate	do away with, abolish
accelerate	speed up, hasten
accompanied by	with
accompany	go with
accomplish	do
accorded	given
accordingly	so, then
accrue	increase, collect
acronyms	Once the acronym has been established, usually the first time the word or phrase with the acronym is introduced, use the acronym consistently throughout the text.
activate	start, drive, turn on
active duty	Includes active duty for training. To exclude the training, say "active duty (other than for training)."
Active Reserve	capitalized
active service	Use when referring to military experience that may be credited toward promotion or retirement. Do not use "active duty."
adjacent to	next to
advantageous	helpful

<u>Term</u>	<u>Preferred Usage or Comment</u>
affect	to influence (See "effect.")
affix	put, attach
afford an opportunity	allow, let
after the conclusion of	after
aggregate	total, sum
all of	all
ambassador	lowercase
ameliorate	improve
antedate	precede
antithesis	opposite, contrast
any of	any
any place	anywhere
apparent	clear, plain
appendix	plural, "appendices"
appreciable	many
approximately	about, close, near
are in receipt of	received
Armed Forces	capitalized
Armed Forces of the United States	Used to denote collectively all components of the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard. <sup>1</sup> (Also referred to as the "United States Armed Forces.")
Armed Services	Armed Forces or Military Services
arrived at a decision	decided

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<sup>1</sup> When it is operating as a Military Service in the Navy or under agreement with the Department of Transportation when it is not operating as a Military Service in the Navy. (Use either one.)

<u>Term</u>	<u>Preferred Usage or Comment</u>
as a basis for	for
as a matter of fact	in fact
as a means of	to
as a result of	because of
as of	by
as prescribed by	under
as to whether	whether
ascertain	find out, learn
assignment	Refers to an order to a particular duty, organization, or station for a long or indefinite time.
assist	help, aid
assure	ensure
at all times	always
at an early date	soon
at the present time	now
at the time of	during
attached hereto	attached
attains the age of...	becomes...years old
attempt	try
augment	raise, expand, add to, extend, enlarge, increase

**B**

based on the fact that	because
be cognizant of	know
before-mentioned	Avoid
benefit	help
biannual, biennial	"Biannual," like "semiannual," means twice a year. "Biennial" means every 2 years.

<b><u>Term</u></b>	<b><u>Preferred Usage or Comment</u></b>
bimonthly	every 2 months ("Semimonthly" is used to express twice monthly.)
businessman, businesswoman	business executive, manager, entrepreneur, business owner
by means of	by, with
by virtue of	by, under
<b>C</b>	
calculate	compute
can	Action is optional.
cease	stop
chairman, chairwoman	chair
circumlocutions	Avoid pairs of words having the same effect, such as: "any and all" "authorized and empowered" "by and with" (except for Senate confirmation cases) "each and all" "each and every" "final and conclusive" "full and complete" "full and adequate" "full force and effect" "null and void" "order and direct" "over and above" "sole and exclusive" "terms and conditions" "type and kind"

<u>Term</u>	<u>Preferred Usage or Comment</u>
	<p>"unless and until"</p> <p>Avoid pairs of words, as shown below, one of which includes the other. Instead, use the broader or the narrower term, as the meaning requires.</p> <p>"any and all"</p> <p>"authorized and directed"</p> <p>"desire and require"</p> <p>"means and includes"</p> <p>"necessary or desirable"</p>
close proximity	near
Coast Guard, U.S.	When referring to the U.S. Coast Guard while it is under the Secretary of the Navy (in war), say "the Coast Guard when it is operating as a Service in the Navy." When referring to the Coast Guard while it is under the Secretary of Transportation (in peace), say "the Coast Guard under agreement with the Department of Transportation when it is not operating as a Service in the Navy."
cognizant of	aware of, know, understand, comprehend
coincidentally	at the same time
combine	join
comes into conflict	conflicts
commence	begin
committeeman	committee member
compare	Use "compare to" when discussing similarities between objects that are different; use "compare with" when discussing similarities or differences between objects that are the same.
concerning	about, on
conclude	end, close
Congressman, Congressperson	Member of Congress or Congressional Representative
consummate	complete, bring about

<u>Term</u>	<u>Preferred Usage or Comment</u>
contained in	in
contain	has
contiguous	next to
continuously, continually	Often used incorrectly. The first word means "without interruption"; the second, "intermittently, at frequent intervals."
contribute	give
councilman	council member
course of time	time
crewman	crew member
criterion	standard, norm
<b>D</b>	
daughter and/or son	child, children
deem	consider
Defense Agency	capitalized
demonstrates	shows
depart	leave
Department of Defense	Spell out when used as a noun; abbreviate (DoD) when used as an adjective.
dependent	Should be avoided, except to the extent required by law. For example, the use of the word "dependent" may be required to satisfy explicit statutory requirements about entitlement to benefits and/or privileges. Instead, use such terms as "family member," "spouse," "parent," "unmarried child" or "beneficiary."
depict	describe, show
deprivation	loss
despite the fact that	although, though
detail	Refers to a particular duty, organization, or station, except that it is temporary.
determine	decide, find

<u>Term</u>	<u>Preferred Usage or Comment</u>
discontinue	drop, stop
disseminate	issue, circulate, send out
downward adjustment	decrease
due to the fact that	because, since, due to
during periods when	when
during such time	while
<b>E</b>	
echelons	levels
effect (verb) effect (noun)	to bring about, to accomplish, make, cause result, impression
effect an improvement	improve
effectuate	bring about, carry out
elementary	simple, basic
elicit	draw out, bring out
eliminate	cut, drop, end
elucidate	explain, clarify
emphasize	stress
employ, employed	use, used
enclosed herewith	enclosed
encompass	enclose, include
encounter	meet
encourage	urge, persuade
endeavor to ascertain	find out
enlisted man (woman)	enlisted member, enlistee
enumerate	count, list
equitable	fair
equivalent	equal

<u>Term</u>	<u>Preferred Usage or Comment</u>
evident	clear
exacerbate	make worse
Executive Branch	capitalized
Executive Department	capitalized
Executive Order	Capitalize with a number; e.g., Executive Order (E.O.) 12334. Lowercase "order" when meaning is general.
Executive Secretary, Office of the Secretary of Defense	Executive Secretary of the Department of Defense
exercise care	be careful
expedite	hasten, speed
experience difficulty	have trouble
extenuating	qualifying, justifying
<b>F</b>	
fabricate	construct, make, build, invent
facilitate	ease, help
failed to	did not
father (or mother)	Replace with "either parent" or "parent."
feasible	possible, practical
Federal	capitalized
federally	not capitalized
female (or male)	Replace with "person" or "individual."
finalize	complete, finish
fireman	firefighter
for the month of (August)	for (August)
for the purpose of	for
for the reason that	because, since
foreman	supervisor, manager

<u>Term</u>	<u>Preferred Usage or Comment</u>
forfeit	give up, lose
formulate	make, devise, prepare
fullest possible extent	as much as possible
fundamental	basic
furnish	give, supply, send
<b>G</b>	
generally	Avoid, unless contrasted with "specifically."
give consideration to	consider
give encouragement to	encourage
government	lowercase, except when referring to U.S. Government
grade and rank	Use the term "grade" to designate pay grade, such as 0-1 or 0-2. Use the term "rank" to refer to the order of precedence or seniority within a grade.
grandfather and/or grandmother	Use "grandparent" or "grandparents."
<b>H</b>	
has the capability to, of	can
have need for	need
have the effect of	effect
he, him, his	Use "he or she" instead of he; "him or her" instead of him; "his or hers" instead of his.
held a meeting	met
henceforth	from now on
heretofore	until now, up to now
husband (or wife)	spouse
<b>I</b>	
identical	same
illustrate	show

<u>Term</u>	<u>Preferred Usage or Comment</u>
impede	block
imperative	urgent
implement	carry out
in a case in which	when, where
in a situation in which	when
in addition	also, besides, too
in an effort to	to
in case	if
in conjunction with	with
In connection with	by, in, for
in lieu of	instead of, in place of
in order that	so that
in order to	to
in regard to	about
in relation to	related to, for
in spite of the fact that	though, although
in the amount of	for
in the case of	when, where
in the course of	during, in, while
in the event of, that	if
in the majority of instances	usually
in the near future	soon
in view of	since, because
inception	start
incorporate	merge, join
indicate	show
initial	begin, start

<u>Term</u>	<u>Preferred Usage or Comment</u>
innate	basic, native, inborn
insure	ensure
integrate	combine
inter-Service	when referring to the Military Services
is authorized and directed	shall
is authorized to	may
is cognizant of	knows
is dependent upon	depends on
is directed	shall
is entitled to	may
is responsible for selecting	selects
it is obvious that	clearly, obviously
it is the responsibility of...to	shall
J	
journeyman	trainee, beginner
justify	prove
K	
L	
last and latest	These words are not interchangeable. "Last" means final; "latest," most recent.
least and less	Use "least" when more than two persons or things have been mentioned; use "less" when only two have been mentioned.
Legislative Branch	capitalized
lengthy	long
like	Never use "like" to introduce a subject and its verb; e.g., "He wrote as (not "like") he spoke.
locate	find

## M

<u>Term</u>	<u>Preferred Usage or Comment</u>
magnitude	size
mailman	*mail carrier
make a decision	decide
made a determination	determine
make application	apply
make every effort	try
make inquiry regarding	inquire
make provisions for	provide
male (or female)	Replace with "person" or "individual."
man	person, human, human being, or individual
manhour	work hour, staff hour
mankind	humanity, human beings, or humankind
manmade	artificial, synthetic, manufactured
manned	staffed
manpower	human resources, work force, labor force
manufacture	make
Marine Corps	See "Navy and Marine Corps."
maximize	increase
maximally	use "to the maximum extent possible"
may	Action is optional.
memorandum	plural, "memorandums."
military	Do not say "military and naval." The term "military" includes "naval."
Military Departments	capitalized; the term includes the Reserve components, which include the National Guards
Military Secretaries	When referring to the Secretaries of the three Military Departments and the Secretary of Transportation (on the U.S. Coast Guard when it is not operating as a Service in

<u>Term</u>	<u>Preferred Usage or Comment</u>
	the Navy), say the "Secretary concerned." When referring only to the Secretaries of the three Military Departments, say "the Secretary of the Military Department concerned," "the Secretary of each Military Department," or "the Secretaries of the Military Departments." Do not say "the Secretaries of the Army, the Navy, and the Air Force," or "the Secretary of the Army, the Secretary of the Navy, and the Secretary of the Air Force."
<b>Military Services</b>	The branches of the Armed Forces of the United States, established by act of Congress, in which persons are appointed, enlisted, or inducted for military service and which operates and is administered within a Military or Executive Department. The Military Services are the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard. <sup>1</sup> The term "Military Services" includes the Reserve Components, which include the National Guards.
minimal	least, lowest, smallest
minimally	use "at a minimum"
minimize	reduce
mitigate	lessen, ease
modification	change
monitor	check, watch
mother (or father)	Replace with "either parent" or "parent."
must	Action is mandatory.

## N

<b>National Guard</b>	Special care must be taken with the National Guard. The State organizations, which are the Army National Guard and the Air National Guard, must be distinguished from their Federal counterparts, which are the Army National Guard of the United States and the Air National Guard of the United States. Taken together, the former make up the "National Guard." The latter, however, cannot be lumped together because the Army National Guard of the United States is a component of the Army, whereas
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<sup>1</sup>When it is operating as a Military Service in the Navy or under agreement with the Department of Transportation when it is not operating as a Military Service in the Navy (Use either one.)

<u>Term</u>	<u>Preferred Usage or Comment</u>
	the Air National Guard of the United States is a component of the Air Force--both separate Armed Forces. The National Guard, together with the Navy Militia, make up the organized militia of the 50 States that have been federally recognized. When members of the National Guard enter active service, they are "called into Federal service." Once on duty, they are "in Federal service."
Navy and Marine Corps	Although they are in the same Military Department, and under the same Secretary, the Navy and the Marine Corps are separate Armed Forces. Therefore, the term "Navy" should not be used to include the Marine Corps.
nebulous	vague
necessitate	cause, need, require
negligible	small, trifling
nevertheless	however, even so, but
normally	Avoid, unless contrasting with "not normal."
not infrequently	often
not later than	by, before
not often	seldom
numerals	Express units of measurement, time, and money in figures. Otherwise, use a figure for the number 10 or more; for a number smaller than 10, write the number out.
numerous	many, most
obtain	<b>O</b> get
obviate	prevent
officers	Do not refer to a civilian official as an "officer." Refer to a civilian official as a "person," "employee," or "official."
on account of	because
on and after July 1, 1979	after June 30, 1979
on behalf of	for
on his or her own application	at his or her request

<u>Term</u>	<u>Preferred Usage or Comment</u>
on the occasion	when, on
originate	start, initiate
ought	Action is required, unless justifiable reason exists for not taking action.
over	Avoid when referring to a number; e.g., There were more than (not "over") 500 people at the meeting.
owing to the fact that	since, because
<b>P</b>	
parameters	limits, boundaries
parenthetical expressions	Avoid parenthetical phrases when they are stronger as part of the sentence.
participate	take part
party	Avoid, if you mean "person."
per	This should not be used for our English article "a." Avoid the Latin terms, "per annum," "per day." Instead, use "a year" and "a day."
percentum	percent
perform	do
per man	per person (See "per," above.)
permit	let, allow
person	If a person is a member of an Armed Force, refer to him or her as a "member," "officer," or "enlisted member" and not as a "person," or "individual." If not a member of an Armed Force, refer to him or her as a "person."
pertaining to	about, of, on
policeman	police officer
portion	part
position	place
possess	have
practicable	possible, workable

<u>Term</u>	<u>Preferred Usage or Comment</u>
practically	Vary this overworked word with "virtually," "almost," "nearly."
preclude	prevent
predicated	based
predominant	dominant, main, chief
preeminent	chief, outstanding, foremost, first
prepared	ready
prevail upon	persuade
prevalent	widespread
preventative	preventive
previous	past
previously, previous to, prior to	before
probability	chance, likelihood
process of preparation	being prepared
promulgate	issue
prototype	first or original, model
provided, provided that	if
provides guidance for	guides
providing	Do not use when meaning is "if" or "provided." For example, "Providing low-cost houses is a problem, but the problem will be met provided (or if) the builders get supplies."
provisions of	Try to avoid.
Public Law	Capitalize with a number; e.g., Public Law (Pub. L.) 98-176. Lowercase when meaning is general; e.g., those public laws.
purchase	buy
pursuant to	under

## Q

**R**

<b><u>Term</u></b>	<b><u>Preferred Usage or Comment</u></b>
reach a decision	decide
reason is because	because
recipient of	gets, got
reflect	show
regarding	on, about
Regular and Reserve	Capitalize when referring to the Military Services; e.g., the Regular Army, the Air Force Reserves.
reiterate	repeat
relating to	on, about
remain	stay
remuneration	pay, payment
render	make, give
repairman	repair person, maintenance person (specifically: plumber, carpenter, electrician...)
require (are required to)	must
requirement	need
Reserve component (or the Reserves)	Do not capitalize "component." Reserves are not appointed or enlisted directly in a Reserve component. They are appointed or enlisted in an Armed Force as "Reserves." Although they may become members of a particular Reserve component, they do not become members because of any appointment or enlistment in that component. Therefore, do not say "appointed (or enlisted) in the Air National Guard of the United States." Say "appointed (or enlisted) as a Reserve for service as a member the Air National Guard of the United States."
Reserve in an Armed Force	Reserve of an Armed Force
Reservist	uppercase
retain	keep
retirement pay	retired pay
rudiments	first steps, basics

## S

<u>Term</u>	<u>Preferred Usage or Comment</u>
salesman	sales person, sales agent, sales representative, sales clerk
seaman	crew member, sailor
Secretary of Defense Secretary of the Army Secretary of the Navy Secretary of the Air Force	Spell out each title in full the first time such a Secretary is referred to. Later, he or she may be referred to as "the Secretary," unless the full title is necessary to prevent confusion with that of the Secretary of another Department.
seek	look for
selection	choice
Service	Capitalize when referring to a particular Military Service, e.g.; the Army.
Serviceman	Use "Service member."
shall be considered to be	is
shall or may	If a discretionary right, privilege, or power is conferred, use "may." If a right, privilege, or power is abridged, use "may not." If an obligation to act is imposed, use "shall."
shall or will	Use "shall" as indicator of obligation (in all three persons). Use "will" when no obligation is being conveyed.
should	Action is required, unless justifiable reason exists for not taking action.
so as to	to
solicit	ask for
some of	some
son and/or daughter	child, children
specified (as in mentioned, listed)	named
spokesman	spokesperson
State	Capitalize when referring to one or more of the United States.
subsequent	later, after, next

<u>Term</u>	<u>Preferred Usage or Comment</u>
subsequent to, subsequently	next, later, following, then, after
successfully completes or passes	completes or passes
T	
take into consideration	consider, think about
terminate	end
terrible disaster	disaster
that and which (to begin restrictive and nonrestrictive clauses)	"that" introduces a restrictive clause; "which" introduces a nonrestrictive clause. A test of whether a clause is one or the other is to omit it. If omission changes the meaning, results in a statement that doesn't make sense, or is incomplete, the clause is restrictive. If the clause can be omitted without changing the meaning, it is nonrestrictive. A restrictive clause is not set off by commas; e.g., "The fish that I caught is a pike." A nonrestrictive clause generally is set off by commas; e.g., "The talks, which ended Monday, concerned export equipment."
the following	this, these
the question as to whether	whether
there is no doubt that	doubtless, no doubt
this date	today
thus	so
to call your attention to	note
to the extent that	as far as
transcend	go beyond
transmit	send
transpire	happen, occur
U	
under the provisions of	under
Uniformed Services	These are the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the Commissioned Corps of the U.S. Public Health Service, and the Commissioned Corps

<u>Term</u>	<u>Preferred Usage or Comment</u>
	of the National Oceanic and Atmospheric Administration.
United States	Spell out when used as a noun; abbreviate when used as an adjective, as in U.S. Government affairs. When the definition exceeds the continental limits of the United States, refer to: The United States, territories and possessions, and all waters and airspace subject to its territorial jurisdiction.
United States Armed Forces	See "Armed Forces of the United States."
United States Code	capitalized; correct abbreviation, "U.S.C."
U.S. Government	capitalized.
until such time as	until
upon	on
utilize, utilization	use
V	
validate	confirm
value	cost, worth
verbatim	word for word, exact
viable	workable
virgule (/)	Use "and," "or," "and/or" depending on meaning (e.g., instead of production/deployment, use production and deployment, production or deployment, or production and/or deployment).
W	
whenever	when
whereas	since, while
whereby	by which
wherein	in which, where
whether or not	whether, if
which (to begin a nonrestrictive clause)	See "that and which," above.
widow or widower	surviving spouse

<u>Term</u>	<u>Preferred Usage or Comment</u>
wife (or husband)	spouse
will	Applies only to a statement of future condition; do not use in place of "shall."
with a view to	to, for
with reference to	on, about
with regard to	on, about
with respect to	on, about
with the exception of	except for
with the purpose of	to
workman	worker
workman's compensation	worker's compensation
	X
x-ray	as a verb to examine, treat, or photograph with X rays (noun)
	Y
	Z